



**U.S. DEPARTMENT OF STATE
VIRTUAL FELLOWS PROGRAM
PROJECT DESCRIPTION – WHA/EPSC**



This project seeks a Virtual Fellow to serve with the **Office of Economic Policy and Summit Coordination, Bureau of Western Hemisphere Affairs (WHA/EPSC)** as **Economic Policy Consultant**.

Fellow Location: The Fellow will serve virtually and will not be physically located at the Department of State.

Project Name: Supporting Sustainable Economic Development in the Americas.

Project Description: The Office of Economic Policy and Summit Coordination in WHA/EPSC is seeking a Virtual Fellow with a background in data collection, research and analysis who can assist us with economic policy formation. The Fellow should be familiar with trade, macroeconomic and financial statistics; be able to locate and collect said statistics from reliable resources; and perform basic analyses to help inform policy decisions. The Fellow may also be asked to perform research and analysis in the areas of trade, investment and energy and climate change in the Western Hemisphere. The Virtual Fellow would work directly with the Deputy Office Director.

Program Requirements: The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

Project-specific Knowledge, Skills, or Abilities:

- Significant experience in data collection, research and comparative analysis of economic resources, actual vs. prospective;
- Excellent writing skills;
- Familiarity with existing data sources and studies for the application of economic analysis in Latin American countries;
- Spanish and/or Portuguese language facility;
- Master's Degree or higher in Economics or Public Policy, or five years of experience in economic research and analysis;
- Mastery of Excel software (or Mac or Linux equivalents).

Clearance: The Fellow must be a U.S. citizen and must receive a Public Trust determination prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the Public Trust determination. (Note: A candidate is NOT required to have a Public Trust determination prior to applying for this project.)

Remuneration: The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with his/her participation in the Program.